

Crime Statistics Newsletter

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2014 Employment Levels Form Due 11/20/14

All RACs and CLEOs (except non-law enforcement colleges) should receive a memo in the mail the first week of November regarding the number of full-time law enforcement personnel employed at their agency as of **October 31, 2014**. Directions on submitting the form are included in the memo. If you have trouble completing the form from the link given in the memo, please try navigating to the form from the main website:

⇒ www.tbi.tn.gov

⇒ Click on “Law Enforcement Only” link on the lower left hand side of the screen

⇒ Enter the username/password that was included in the memo

⇒ Click on “TN Incident Based Reporting System (TIBRS)” on the right hand side of the screen

⇒ Click on the “Law Enforcement FTE Submission Form” link towards the bottom the page above “TIBRS Forms”

The form should be completed by **November 20, 2014**. Please let a staff member at the CJIS Support Center know if you did not receive the memo.

Error Message Manual – Version 6.12 Now Available

The most recent version of the Error Message Manual is now available on the TIBRS page. The 6.12 edition includes the following new error codes:

- TN_401.5 - School Code entry is valid only for non-college agencies.
- TN_401.7 - Transported to Safety is required when Domestic Violence is Y
- TN_401.8 - Transported to Safety is required with Domestic Violence entry
- TN_401.9 - Violation of Order of Protection is required with Domestic Violence entry

The updated manual can be found at:

http://www.tbi.tn.gov/law_enforcement/documents/Edition50secured.pdf

REMINDER!!!

For the agencies who use TnCOP or CRMS, **please check the version of JAVA you are running.** JAVA is now running Version 8, Update 25. Unless you have already updated it, Version 7, Update 67 is probably still running. Users may be prompted to remove older versions of JAVA when the new version is installed. More information is available at <http://www.java.com>

TIBRS ERROR MESSAGE MANUAL

A RESOURCE MANUAL FOR THE
TENNESSEE INCIDENT BASED
REPORTING SYSTEM



PREPARED BY:
TENNESSEE BUREAU OF INVESTIGATION
CJIS SUPPORT CENTER

EDITION 6.12
SEPTEMBER 2014

Reminder about the Function of the TnCOP HelpDesk



As a reminder, please do not send classification questions or questions concerning error reports to the TnCOP HelpDesk. The main function of the HelpDesk is to lend assistance in the event of a system outage, to assist users who have lost or forgotten their passwords and to assist agencies with questions concerning the TnCOP application. For questions concerning classifications or error reports, please contact your LEIC.

Another TNCrimeOnline Class to be Offered this Winter

Another class will be offered this winter on using and generating reports with the Tennessee Crime Online Utility. This website is a very useful tool for agencies to monitor the quality of their data entry, as well as run their own reports on the variables that are important to them.

The class will cover the different portions of the website and how to use them. At the end of the class, attendees will understand how TNCrimeOnline is set-up and will be able to run their own agency reports, including reports to check for common quality control issues in the data.

The class will be split into two sections: Entry level and Advanced level. Please see the information below to determine if you would like to attend one or both.

Examples of the Topics that will be Covered

- | <u>Beginner</u> | <u>Advanced</u> |
|---|--|
| <ul style="list-style-type: none"> • Overview of all tabs and buttons/how to navigate TNCrimeOnline • Overview of the type of data included in each “data cube” • Using reports on the “front page” (QC reports/agency summary, etc.) • Creating a basic report | <ul style="list-style-type: none"> • Creating advanced reports (looking at more than one variable at a time) • Utilizing advanced features of TNCrimeOnline • Exporting and analyzing data in Microsoft Excel • How to utilize the new Dashboard |

Class space is limited. To register for one or both of the classes, please contact Dale King at Dale.King@tn.gov or 615-744-4026.

If you have any questions or suggestions for the class, please contact Caitlin Orman (615-744-4136; Caitlin.Orman@tn.gov) or Kelsie Conrad (615-744-4016; Kelsie.Conrad@tn.gov).

Crime Online Class Dates and Times

December 8, 2014	9:00 a.m. - 12: 00 p.m.	Entry Level	TBI Headquarters, Nashville
December 8, 2014	1:00 p.m. - 4:00 p.m.	Advanced Level	TBI Headquarters, Nashville

Top 10 Incorrect TIBRS Entries for the Address of an Incident

As we prepare to launch our new crime mapping tool on TNCrimeOnline, please ensure that you are entering proper and complete addresses and/or latitude and longitude coordinates for an incident's address. If the address or coordinates are incorrect, the system will not be able to place them on the map.

Below is a top 10 listing of incorrect (and ACTUAL) TIBRS entries for incident addresses:

10. _____ County Sheriff's Office or _____ Police Department
9. Unnamed/Unknown
8. WALMART
7. Bus #123
6. DUI
5. Interstate/I-24
4. Homeless
3. Met at the phone store
2. Turned himself in at jail
1. Under the bridge in front of Huddle House



If a proper address cannot be identified, longitude and latitude coordinates **MUST** be entered for the incident's location. If you have any questions, or would like to check if the address you are entering is valid, please contact one of the D.A.R.T staff members.

2015 Additions to Hate Bias, Location, Property, and Clearance Codes

We tentatively plan to begin testing the changes in late April and will schedule to deploy the changes to production in June for May data. Detailed information will be sent soon to all agencies using commercial RMS vendors, as well as the vendors.

Additional Anti-Religious and Anti-Racial/Ethnicity Bias Codes Added:

- 28 - Anti-Mormon
- 29 - Anti-Jehovah's Witness
- 82 - Anti-Other Christian
- 83 - Anti-Buddhist
- 84 - Anti-Hindu
- 85 - Anti-Sikh
- 81 - Anti-Eastern Orthodox (Greek, Russian, etc.)
- 33 - Anti-Other Race/Ethnicity/Ancestry
- 31 - Anti-Arab

Additional Location Codes Added:

- 74 - Locker Room
- 75 - Museum
- 76 - Zoo

Additional Property Codes Added:

- 50 - Textbooks
- 51 - Vending Machines

New Clearance Code for Colleges/Universities ONLY:

- Referred to Institution Authority

Have You Met the Annual Training Requirement?

All RACs and Alt RACs must meet the training requirements before the end of the year. If it is your first year as RAC or Alt RAC, 16 hours of training is required. Each RAC and Alt RAC should receive eight hours of training each year after that. If you still need training for 2014, please see the training schedule below and sign up immediately. We only have a few classes remaining for the year and space is limited.



2014 TIBRS Training Schedule – Classes Remaining

NOVEMBER		
Wednesday, November 5	Introduction to Data Collection	Civic Center, Sevierville
Thursday, November 6	TIBRS Review	Civic Center, Sevierville
Monday, November 17 <i>THIS CLASS IS FULL!</i>	TIBRS Review <i>THIS CLASS IS FULL!</i>	TBI Headquarters, Nashville
Thursday, November 20	Introduction to Data Collection	TBI Headquarters, Nashville
Friday, November 21	TnCOP Software	TBI Headquarters, Nashville
DECEMBER		
Tuesday, December 2	TIBRS Review	TBI Headquarters, Nashville
Monday, December 8: 0900 to 1200	TNCrimeOnline - Entry Level	TBI Headquarters, Nashville
Monday, December 8: 1300 to 1600	TNCrimeOnline - Advanced Level	TBI Headquarters, Nashville
Tuesday, December 9	Introduction to Data Collection	TBI Headquarters, Nashville
Wednesday, December 10	TnCOP Software	TBI Headquarters, Nashville
Thursday, December 11	TIBRS Overview & Report Writing	TBI Headquarters, Nashville
Thursday, December 18	Introduction to Data Collection	Union University, Jackson
Friday, December 19	TIBRS Review	Union University, Jackson

To sign up for a TIBRS class, please email Dale King (Dale.King@tn.gov).

TIBRS Class Attendance

If you have signed up for a TIBRS class, but are unable to attend, please contact Dale King via email as soon as possible (Dale.King@tn.gov). Many of our classes meet the maximum number of participants and are then marked “FULL” on the TBI web site. Once the class is full, we cannot add anyone else to the roster.

CJIS Support Center TIBRS Program Contact Information
901 R.S. Gass Boulevard, Nashville, TN 37216
Fax Number: 615-744-4555

Jackie Vandercook CJIS DIRECTOR	(615) 744-4014	Jackie.Vandercook@tn.gov	7:00 - 3:30
<i>Data Analysis & Reporting Team (DART)</i>			
Steven Jancarek STATISTICAL ANALYST	(615) 744-4024	Steven.Jancarek@tn.gov	8:00 - 4:30
Caitlin Orman STATISTICAL ANALYST	(615) 744-4136	Caitlin.Orman@tn.gov	8:00 - 4:30
Kelsie Conrad STATISTICAL ANALYST	(615) 744-4016	Kelsie.Conrad@tn.gov	8:00 - 4:30
Lisa King LAW ENFORCEMENT INFORMATION COORDINATOR	(615) 744-4030	Lisa.Capps@tn.gov	7:00 - 3:30
<i>Auditing, Compliance & Training Team (ACTT)</i>			
Dale King LEAD LAW ENFORCEMENT INFORMATION COORDINATOR (TRAINING, AUDITING)	(615) 744-4026	Dale.King@tn.gov	7:00 - 3:30
Jennifer Brooks (AUDITING) LAW ENFORCEMENT INFORMATION COORDINATOR	(731) 984-6677	Jennifer.Brooks@tn.gov	8:00 - 4:30
Jim Clabo (AUDITING) LAW ENFORCEMENT INFORMATION COORDINATOR	(865) 549-7853	James.Clabo@tn.gov	7:00 - 3:30 (EST)
Ryan Spraggins (AUDITING) LAW ENFORCEMENT INFORMATION COORDINATOR	(615) 744-4290	Ryan.Spraggins@tn.gov	8:00 - 4:30

For issues concerning TnCOP or CRMS, please complete the Fusion Center

Issue form (located on the TBI web site) and email to tncop.helpdesk@tn.gov

**For immediate TnCOP issues, call or send a text to 615-210-3726 (text messages
are the preferred choice).**

West Tennessee LEIC- Jennifer Brooks

(731) 984-6677 FAX (731) 668-9769
 121 Executive Drive, Jackson, TN 38305
 Email: Jennifer.Brooks@tn.gov

Benton	Gibson	Humphreys	Perry
Carroll	Hardeman	Lake	Shelby
Chester	Hardin	Lauderdale	Stewart
Crockett	Haywood	Lawrence	Tipton
Decatur	Henderson	Lewis	Wayne
Dickson	Henry	Madison	Weakley
Dyer	Hickman	McNairy	
Fayette	Houston	Obion	

Middle Tennessee LEIC- Ryan Spraggins

(615) 744-4290 FAX (615) 744-4555
 901 R.S. Gass Boulevard, Nashville, TN 37216
 Email: Ryan.Spraggins@tn.gov

Bedford	Franklin	Maury	Sumner
Bledsoe	Giles	Montgomery	Trousdale
Cannon	Grundy	Moore	Van Buren
Cheatham	Jackson	Putnam	Warren
Clay	Lincoln	Robertson	White
Coffee	Macon	Rutherford	Williamson
Davidson	Marion	Sequatchie	Wilson
DeKalb	Marshall	Smith	

East Tennessee LEIC- Jim Clabo

(865) 549-7853 FAX (865) 549-7811
 1791 Neals Commerce Lane, Knoxville, TN 37914
 Email: James.Clabo@tn.gov

Anderson	Claiborne	Greene	Jefferson	Meigs	Polk	Sullivan
Blount	Cocke	Hamblen	Johnson	Monroe	Rhea	Unicoi
Bradley	Cumberland	Hamilton	Knox	Morgan	Roane	Union
Campbell	Fentress	Hancock	Loudon	Overton	Scott	Washington
Carter	Grainger	Hawkins	McMinn	Pickett	Sevier	

TIBRS User Group Officers

President	Patrick Twele	Memphis Police Department	patrick.twele@memphistn.gov
Vice President	Sharon Case	Kimball Police Department	scase@townofkimball.com
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Middle East Representative	Billy Mason	Jasper Police Department	bilnymason@jasperpolice.com
Middle West Representative	Kathy Ryan	Lawrenceburg Police Department	k.ryan@lawrenceburgpolice.org
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